



State of Arizona
Department of Education

M E M O R A N D U M

DATE: September 8, 2015

TO: High School Principal
Superintendent, Unified and High School Districts
Charter High School Principal
Advanced Placement Coordinator
Counselor

FROM: Peter C. Laing
Senior Director
Advanced Placement Programs

RE: **Notice of 2014-2015 Advanced Placement Exam Fee Waivers
for Eligible Low-Income Students**

The Arizona Department of Education recently received federal grant funds to provide **partial** AP exam fee waivers for Advanced Placement students eligible for the Federal Free and Reduced Price Meal Program who took exams during the **2014-2015** exam cycle. Due to delays by USED in releasing these funds (generally early Spring), this notice is being sent at this time. Additionally, due to a decrease in the amount of federal funds available through this program, ***there will need to be a local contribution (which could be covered by the district, school, community, parent or student) of \$12 provided towards the final cost for each exam taken by an eligible student.***

All AP exams eligible for the AP Exam Fee Waiver must have been indicated using The College Board's exam ordering mechanism. Participating districts and charter schools are responsible for verifying and assuring the eligibility of all their students participating in the AP Fee Waiver program.

Please return the enclosed Assurance Form by October 16, 2015

To ensure the privacy of participating students, ***the names of individual students shall not be required or requested.***

AP EXAM COST BREAKDOWN:

The total cost for an AP exam is currently **\$91**. The State of Arizona, through this federal program, will pay a maximum of \$41 per AP exam for students qualifying for the College Board fee reduction. The College Board will provide a **\$29** fee reduction and the high school will forego its **\$9** administration fee.

Required remaining local contribution per eligible exam: \$12

PLEASE NOTE THE FOLLOWING

- Fill out the **Assurance Form** on the next page and return it to the address listed at the bottom of the form. You may also choose to **scan and email to apwaivers@azed.gov** your signed and completed form, or send it by fax to 602-364-0902.
- The high school must forego the collection of its **\$9 administration fee**. However, the high school will need to **identify the required local contribution of \$12 per exam** taken by eligible low-income students. This local contribution per exam could come from the district or school, the community, parents or students.
- The College Board will bill the State directly for a maximum of \$29 per exam taken by eligible low-income students.

AP Exam Fee Breakdown for Eligible Low-Income Students: 2014-2015 School Year	
Total Cost Per Exam	\$91
Cost Component	Amount Per Exam
Federal Subsidy (AP Test Fee Waiver Program)	\$41
College Board Fee Reduction	\$29
Waived Administration Fee	\$9
Local Contribution (e.g. District, School, Community, Parents or Student)	\$12

For general information regarding AP Exam Coordination and Administration, please visit:

<http://professionals.collegeboard.com/testing/ap/coordinate>

Please contact us with questions regarding the AP Test Fee Waiver Program at:

Sandra.Skelton@azed.gov or 602-542-4234

ADVANCED PLACEMENT (AP) TEST FEE WAIVER PROGRAM ASSURANCE FORM

I certify that all students participating in the Arizona Department of Education AP Exam Fee Waiver Program for the **2014-2015** academic year have met the following guideline for low-income eligibility: 1) Data on children eligible for free or reduced-priced lunches under the National School Lunch Act.

Superintendent (please print)

Signature

Date

Participating High School(s):

AP Representative (please print)

Signature

District / Charter Holder

Street Address

City, State, Zip

Phone Number

E-mail Address

Date

Please return by October 16th to:

Advanced Placement Test Fee Waiver Program

Arizona Department of Education
1535 W. Jefferson Street, Bin 64
Phoenix, AZ 85007

You may also **scan and email** your signed form to
apwaivers@azed.gov

or **fax** your signed form to 602-364-0902.

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